ERSKINE COLLEGE

Department of Economics and Business Administration

BA333 Principles of Management

Instructor: Dr. Joey Elledge, Ph.D.

Summer 1 2025

Class Meeting Times:

Class Location: Online **Credit:** 03 hours

Contact Information: Office: Reid 26-C Office Phone: 803.201.1940 E-mail: joey.elledge@erskine.edu

Office Hours: By Appointment Only

Textbook:
Provided for FREE in D2L Brightspace Course Shell

COURSE DESCRIPTION and OBJECTIVES:

This course provides basic theory and application of the management principles: planning, organizing, controlling, and directing, as well as significant study of business ethics and ethical management. Specifically, the course emphasizes business planning and organizational development to accomplish mission while doing so in an ethical manner. Leadership styles, measurement of objectives, corrective action planning, and a thorough application of ethics to the marketplace are examined.

Course Expectations:

The idea behind this class and anything that I can teach you is to help prepare you for the work world by making you a meaningful contributor. This will increase your marketability and will set you aside from other job competitors. Therefore, your ability to learn and apply is critical. The more that you learn, the more you will be able to make significant contributions.

Use this class as an opportunity to act and think like a professional. Apply this concept in the following categories:

1. Class Information and Communication: An important aspect of this course will be our ability to communicate with each other. Therefore, you will be responsible for checking your Erskine e-mail and reading all messages/information. I want to answer all questions and comments and you can expect me to respond within 48 business hours. **I would ask you to do the following when you email me: jelledge@erskine.edu – SM 101.** This will allow for a quick identification and quicker responses. (Ex. L. Truell, SM 201, a question on the reading).

2. **<u>Student concerns</u>: I am sincerely interested in your best interests and success.** Please feel free to discuss any concerns or problems related to this course with me. **I'm always happy to help!**

3. **<u>Attendance:</u> Professionals show up for work and you are expected to show up for class.** Attendance in class is critical; student interaction during class is a prime method of learning and cannot be duplicated if you are absent. Students are expected to attend all classes. PLEASE SEE FULL ATTENDANCE POLICY BELOW.

4. Attendance will be taken for each class. Absence from class does not excuse the student from responsibility for class work. If you know you will be absent, please let me know ahead of time. Students with documented excused absences will be given one class period upon their return to make up the work.

5. **<u>Promptness:</u> There aren't many employers that take kindly to employees that are habitually late so start practicing punctuality now.** Class begins promptly at the designated time. Tardiness is an indication of poor time management and organizational skills. While there are <u>rare</u> times when you cannot help being late, I shall make a conscious effort to be in class on time, I will appreciate if you do likewise.

6. **This syllabus is your playbook for the class. Bring it to class with you every day. Changes will be made during the semester. You will be held responsible for all items in this document**.

7. **<u>Do not leave your cell phones on during class.</u>** When you are talking with someone and they are looking at/texting/talking on their phone, there is only one logical explanation: you aren't listening to what is being said. This is extremely rude during a meeting, and I will consider it extremely rude during class. The duration of our class is 50 minutes. My expectation is that you can live without your phone for that length of time. Additionally, there are repercussions on your grades for looking at or having your cell phone/smart watch on during a test. Please see my policy below.

8. **If you are absent make certain you check with me** or a classmate about the information you missed. You are responsible for everything discussed during class.

9. **All assignments must be completed and turned in on time. This means at the beginning of class, not at the end.** Assignments are due at the date and times assigned and are always due at the beginning of class. Submissions at any other time are considered late. For each day the assignment is late, your grade will be reduced by 5 points. All assignments which are not to be completed during class time must be typewritten and handed in. **<u>I will not accept handwritten assignments</u>**. **Be sure to use spell-check to eliminate spelling/grammatical mistakes as both will be factored into your grade. I WILL NOT ACCEPT ASSIGNMENTS VIA EMAIL. If you know you aren't going to be in class, then you will need to plan to send it with a classmate or bring it to my office by the day and time that it is due.**

10. **The quality and presentation of your work is important.** Every time that you sign your name, you are stating that this is your best work. Take a good look at your work before you turn it in. Is this truly your best effort? Did you take time to proofread, spell check and grammar check your work? Failing to do so shows me that you haven't paid attention to detail. Get in the habit of using grammar check and spell check when you complete each of

your assignments no matter how big or small. These mistakes will affect your grade. Remember, I am trying to help you, but you must help yourself.

11. Any papers deemed to be of "**POOR**" quality will be returned. The student then must re-do the paper making certain the quality is representative of a sport management major. The student's paper will be graded on the second effort minus 25% for original poor quality.

12. **Academic integrity**. ZERO TOLERANCE POLICY - All students are subject to the Honor Code, and it is expected that you understand and adhere to the policies. The Honor Code can be found in the current College Catalogue. I have zero tolerance for cheating.

ANCILLARY DEVICES POLICY: (e.g., CELL PHONES/SMART WATCH/AIR PODS AND LAPTOPS)

Cell phone use (including texting) is not allowed during class unless I have instructed you to do so. Any of the devices listed above **must not be visible during tests**. If they are, I will take your exam, assign a 0 and ask you to leave class. Laptops are allowed for note taking and coursework only. If I see recreational and/or other use of laptops and/or cell phones (for email, social media, etc.), it may lead to removal from that day's class. While this may sound harsh, our time together will be brief, and I must respect the environment for everyone. Such disruptions are not only unfair to me but also to your fellow classmates so please show common courtesy in this matter.

ATTENDANCE POLICY:

Students who miss 15% of the total class meeting times will be given a written warning with a copy sent to the Academic Office and the Office of Student Services; in the case of a student-athlete, a copy will also be sent to the Athletic Director. Per Erskine's Athletic Director, Dr. Mark Peeler: **no student athlete will be allowed to miss class for anything other than a scheduled game/match. Absences in excess of 20% of total class meeting times will result in dismissal from the course with a grade of F. Absences over 10% will affect your final grade.**

Week	Dates	Topics & Readings	Assignments & Deadlines
Week 1	May 20–25	- *Principles of Management* Ch. 1 - *Business Ethics* Ch. 1 - Video: *Evolution of Management Theory* - Video: *What is Business Ethics?*	- Discussion Board 1: *Your "Why" in Leadership* Initial Post: May 23 Reply: May 25
Week 2	May 26–June 1	- *Principles of Management* Ch. 4 - *Business Ethics* Ch. 2 - Video: *Parable of the Talents* (R.C. Sproul)	- Discussion Board 2: *Ethics & Stewardship* Initial Post: May 30 Reply: June 1 - Plan Due: June 1
Week 3	June 2–8	- *Principles of Management* Ch. 6 - *Business Ethics* Ch. 3 - Video: *Understanding Purpose &*	- Discussion Board 3: *Purpose, Planning & Performance* Initial Post: June 5 Reply: June 8

Week	Dates	Topics & Readings	Assignments & Deadlines
		Planning	
Week 4	**June 9–15**	**- *Principles of Management* Ch. 9 - *Business Ethics* Ch. 4 - Videos: *Organizational Culture* & *Enron Scandal***	**- Discussion Board 4: *Measuring Corporate Ethics* Initial Post: June 13 Reply: June 15 - Rebuilding Trust Assignment Due: June 15**
Week 5	**June 16–22**	**- *Principles of Management* Ch. 10 - *Business Ethics* Ch. 5 - Videos: *Faith & Ethics, Leadership Legacy***	**- Discussion Board 5: *Ethical Leadership Takeaways* Initial Post: June 20 Reply: June 22 - Leadership & Ethics Portfolio Due: June 22**

ACCOMMODATIONS:

If a candidate enrolled in this course has special needs that should be accommodated, it is the candidate's responsibility to document the request in the office of the Academic Dean and provide him with appropriate documentation. The dean will make the course instructor aware of the accommodations requested. This should be done by the second-class meeting in order to make accommodations.

NOTE: The information presented in this syllabus may be changed or adjusted as needed throughout the course of the semester as deemed necessary by the professor. Any such changes will be clearly announced in class.